

eSMR User Group Meeting
November 28, 2007
Meeting Minutes

Attendees:

<input checked="" type="checkbox"/>	Francisco Chiang	<input type="checkbox"/>	Jon Bishop	<input type="checkbox"/>	Joy Castaing
<input type="checkbox"/>	John Ginn	<input checked="" type="checkbox"/>	Mike Paulucci	<input type="checkbox"/>	Patrick Ingram
<input checked="" type="checkbox"/>	James Miers	<input checked="" type="checkbox"/>	Larry Kerrigan	<input checked="" type="checkbox"/>	Dan Pierce
<input checked="" type="checkbox"/>	Ron Robinette	<input checked="" type="checkbox"/>	Jason Sinkler	<input checked="" type="checkbox"/>	Kay Yamamoto
<input type="checkbox"/>	Don Swiden	<input checked="" type="checkbox"/>	Dan Jackson	<input checked="" type="checkbox"/>	Rachel Van Exel
<input checked="" type="checkbox"/>	Amy Tong	<input checked="" type="checkbox"/>	Imam Mohammed	<input checked="" type="checkbox"/>	John Carmona
<input checked="" type="checkbox"/>	Rueen-Fang Wang	<input checked="" type="checkbox"/>	Edward Filadelfia	<input type="checkbox"/>	David LaCaro
<input checked="" type="checkbox"/>	Paul Yao	<input checked="" type="checkbox"/>	Valerie Housel	<input checked="" type="checkbox"/>	Russ Colby
<input checked="" type="checkbox"/>	Hoang Nguyen	<input checked="" type="checkbox"/>	Mike Troughon	<input type="checkbox"/>	Jack Price
<input checked="" type="checkbox"/>	Darrin Polhemus	<input checked="" type="checkbox"/>	Susan Bremser	<input checked="" type="checkbox"/>	Alex Carlos
<input checked="" type="checkbox"/>	Rassam Zarghami	<input checked="" type="checkbox"/>	Akin Babatola	<input type="checkbox"/>	

Meeting Summary: This was the initial meeting of the eSMR User Group. The following topics were discussed:

Meeting Schedule

The team will meet weekly on Wednesdays from 10am-11am via a WebEx teleconference. The weekly meeting times may be extended to keep on schedule.

The team will meet monthly on the 2nd Wednesdays from 10am-3pm with a one-hour lunch break from 12pm-1pm. The monthly extended meetings will be held face-to-face at one of the Regional Boards.

The first face-to-face meeting will be held:

December 12, 2007

Los Angeles Regional Water Quality Control Board

Carmel Room, 1st Floor (please bring a picture ID to show to security)

Directions: <http://www.waterboards.ca.gov/losangeles/html/directions.html>

Steering Committee Membership

After speaking with the Review Panel, Darrin was advised to keep two seats on the Discharger Steering Committee for eSMR. There are options to expand this to more at a later time, if needed. There may also be an opportunity for the additional two members to serve as alternates or non-voting members of the Steering Committee.

Current eSMR Issues

The following output objectives were suggested to assist in determining future requirements for eSMR:

1. Output to USEPA
2. Output to Public Reports
3. Output to Case Workers
4. Dischargers access to submitted data

An important focus on system fixes should also contain the re-submittal of eSMR after approval with correction ability.

eSMR Process

The group collaborated on the eSMR_process_flow.pdf document. The flowchart outlines the entire eSMR process. These high-level topics in the flowchart will be explored more thoroughly in future meetings.

Action Items:

Item #	Who	Action Item	Status/Notes
1	Ron	Project Schedule.	New.
2	Darrin	USEPA Compliance	New. Poll USEPA on requirements for compliance.
3	Rassam/Ron	Categorize current Mantis issues related to process flow	New. Use existing issue list to map to flowchart for discussion in future meetings.
4	Ron	Project Website	New. Create external project website
5	All	12/5/2007 Meeting Focus: Coding Sheet Process	Review mantis issues related to permit coding process.